National Practitioner Data Bank
Healthcare Integrity and Protection Data Bank
P.O. Box 10832, Chantilly, Virginia 20153-0832 • www.npdb-hipdb.hrsa.gov

FACT SHEET ON CREATING AND MAINTAINING A SUBJECT DATABASE

You may establish a subject database to complete your querying and reporting obligations more efficiently. The subject database is a feature of the Integrated Querying and Reporting Service (IQRS) that offers an easy method for keeping track of identifying information about the subjects you routinely query and report on (e.g., social security numbers, dates of birth, street addresses). You may import your formatted subject data into the IQRS, eliminating the need to retype any data.

If you maintain electronic practitioner records in an in-house database, such as Microsoft Access, transferring these records into your IQRS subject database is easy, provided that your records are maintained in either a file format that can be converted to American Standard Code for Information Interchange (ASCII) fixed-width text (individual subjects only) or the Extensible Markup Language (XML) file format. The XML file format allows the user to import both individual and organization subjects and certain individual subject data elements not supported by fixed-width format. For more information on how to import ASCII fixed-width or XML format files, see the *Fact Sheets on Importing Fixed-Width (or XML) Format Subject Data into the IQRS*, located at *www.npdb-hipdb.hrsa.gov/iqrssubjectdatabase.html*.

Creating a Subject Database in the IQRS

To create and maintain a subject database, access the IQRS by clicking **Go to the IQRS** on the NPDB-HIPDB home page, located at *www.npdb-hipdb.hrsa.gov.* On the *Login* screen, enter your Data Bank Identification Number (DBID), User ID, and User Password into the corresponding fields and click **Login**. The *Entity Registration Confirmation* screen

displays the most current data that the Data Banks have on file for your entity, including querying and reporting privileges. If this information accurately represents your entity, click **Continue** to display the *Options* screen (Figure 1) where you may choose from query, report, and maintenance options. To access your subject database, click **Maintain Subject Database**. The *Maintain Subject Database* screen (Figure 2) displays. This screen allows you to import a subject database that you established with records maintained in a format that can be converted to ASCII fixed-width text or an XML file format. Select **Import File** and the *Import Subject Information* screen displays. Before you can successfully import your subject database, you must create an import file. The *Fact Sheet on Importing Fixed-Width Subject Data into the IQRS* and the *Fact Sheet on Importing XML Format Subject Data into the IQRS* contain helpful information on how to create and format an import file. The fact sheets are available at *www.npdb-hipdb.hrsa.gov/factsheet.html*.

In addition to importing your subject database, you may update and edit your IQRS subject database. Select **Maintain Subject Database** on the *Maintain Subject Database* screen. The *Subject Maintenance Type* screen displays. Individual subject databases and organization subject databases are updated and maintained in the same manner. You may add subjects in your database by selecting either **Add Individual Subjects** or **Add Organization Subjects** on the *Subject Maintenance Type* screen. You may edit or delete subjects in your database by selecting either **Edit or Delete Individual Subjects** or **Edit or Delete Organization Subjects**. When you query or report on a
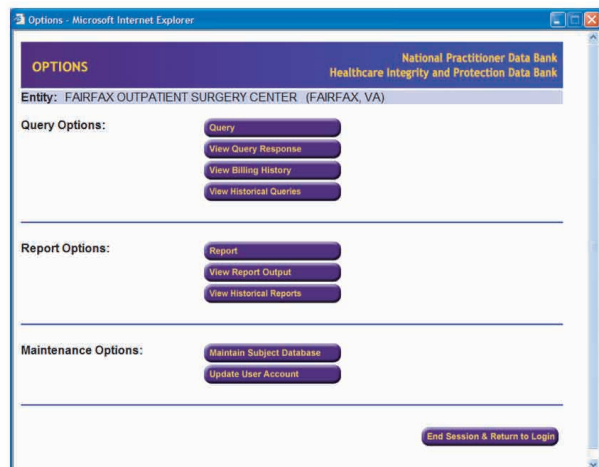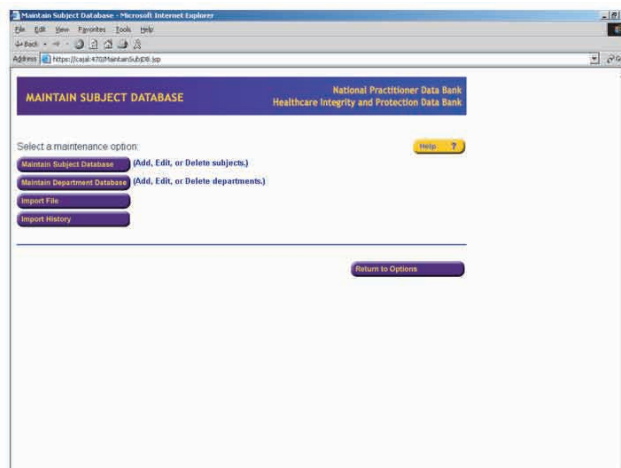

Figure 1. Options Screen

Figure 2. Maintain Subject Database Screen

subject in your subject database, the completed fields from their subject database profile are imported into the query or report form, decreasing the time needed to successfully complete the form. You can maintain as much or as little information about a subject as you wish. However, an incomplete subject profile may not be used for querying. If you complete all of the mandatory fields for your individual or organization subject, your subject information is validated.

The required fields for a valid individual subject profile are:

• The subject's last name.

• The subject's first name.

• The subject's gender.

• The subject's date of birth.

• At least one valid home or work address.

• An occupation or field of licensure.

• Either a valid Social Security Number (SSN) or a valid Individual Taxpayer Identification Number (ITIN) or a valid State license number, State of Licensure, professional school, and year of graduation.

The required fields for an organization subject to be validated are:

• The organization's name.

• A valid subject address.

• A valid organization type code.

• Either a valid Federal Employer Identification Number (FEIN) or a valid Social Security Number (SSN) or a valid Individual Taxpayer Identification Number (ITIN) or a valid State license number and State of licensure.

Prior to storing the information, click **Validate Without Storing**. A prompt to click **OK** displays if all the required information is complete. Click **Store** to store the valid information. If the prompt lists information for inclusion, required fields are missing and the subject information is not available for querying. Complete the required fields and click **Validate Without Storing** again. Once the information is valid and complete, click **Store** to store the information.

If your subject's information is validated and stored, you can query on this subject without having to type in additional data besides your certification. If you do not provide all of the mandatory information, you cannot validate the subject information, but you may store it. If the information is not valid and complete, you cannot use it for a query. You will have access to all subject information in your database for reports. The *Report Input* screen always requires additional information beyond what is stored in your database.

The third feature of the *Maintain Subject Database* screen is the department database. Select **Maintain Department Database** to access the *Maintain Departments* screen. You can create new departments by selecting **Add** or modify existing departments by choosing **Edit**. To delete a department, select the department and click **Delete**. You may only delete one department at a time.

Grouping subjects under department codes enables you to perform regular querying duties with greater ease, because you can submit a query on every subject in a single department at the same time. Departments must be identified by a unique code of no more than three characters. Once you have established a department, you can update your subjects' information to include which department you would like to group them under. The department field is located just above an individual subject's work address and an organization's FEIN on the *Add/Modify (Individual or Organization) Subject Information* screens. The field offers a pull-down menu of every department you have created. When you query a specific department, the IQRS verifies that you wish to query all subjects listed under that department. These subjects only include those that were validated and stored and grouped under the department. You may query all the subjects in the department, a few, or only one. The IQRS asks you to complete a single certification and then you may submit your query.

Saving Subject Data to the Subject Database When Submitting a Query or Report

If you wish to save a new query or report subject to your existing subject database or begin a subject database with the current subject, you may do so at the time of submitting a query or report. Simply select the specified box on the *Query Input* or *Report Input* screen before selecting **Submit to Data Bank(s)**.

Using the Filter Option

A subject database can be as large as you wish. However, if the database exceeds 1,000 subjects, you must use a filter to sort out which subjects to query or report on at any time. On the *Maintain Subject Database* screen, select **Maintain Subject Database**. The *Subject Maintenance Type* screen displays, and you may select either **Edit or Delete Individual (Organization) Subjects** or **Add Individual Subjects**. If your subject database contains 1,000 or fewer subjects, the *Maintain (Individual or Organization) Subject* screen displays and lists every subject stored in your database.

Click **Add** to add a new subject or highlight the subject you wish to modify. Click **Edit** to access the *Add/Modify (Individual or Organization) Subject* screen. Click **Delete**

to delete a highlighted subject from your subject database. Click **Delete All** to delete all subjects displayed in the list box on-screen (whether highlighted or not). **Please use caution when using the Delete All function. Once deleted, subjects are permanently removed from your subject database**. Entities with fewer than 1,000 subjects may avoid a long search of their subject database by selecting **Find Subjects** on the *Maintain (Individual* or *Organization) Subject* screen. The *Individual* or *Organization Subject Selection* screen (Figure 3) displays. This screen acts as a filter, offering three ways to narrow your search.

Figure 3. Individual Subject Selection Screen

This is the same screen that would display immediately after selecting **Edit or Delete Individual (Organization) Subjects** if your subject database contained more than 1,000 subjects. An entity may search for a subject or group of subjects using one or any combination of the three search filters. The first asks for a first letter initial range to find the subject alphabetically.

The second filter option is department. The department filter provides a drop down list of all your departments in ascending numerical order. The third filter option is the Date of Last Query Range. The date must be provided in the format MMDDYYYY. Select a date range (e.g., 05192000 to 06202000) which would display all subjects whose last query was submitted between May 19, 2000, after 12 a.m., through June 20, 2000, before 12 a.m. If you would like to search a specific date, enter a date range that contains only that date, (e.g., 05192000 to 05192000), and you will receive all subjects whose last query was submitted between 12 a.m. on May 19, 2000, and 12 a.m. on May 20, 2000. Once you have completed either one or more of the filters, click **Select Subjects** to view the results. To edit or delete any of the data you entered in the filter, select **Clear.** Clearing the filters does not destroy any data in your subject database.

NPDB-HIPDB Assistance

For additional information, visit the NPDB-HIPDB Web site at *www.npdb-hipdb.hrsa.gov.* If you need assistance, contact the NPDB-HIPDB Customer Service Center by e-mail at *npdb-hipdb@sra.com* or by phone at 1-800-767-6732 (TDD 703-802-9395). Information Specialists are available to speak with you weekdays from 8:30 a.m. to 6:00 p.m. (5:30 p.m. on Fridays) Eastern Time. The NPDB-HIPDB Customer Service Center is closed on all Federal holidays.